

**2I. Consideration of approving updated Monticello Community Center facility hours**

<b>Prepared by:</b> Parks, Arts & Recreation Director	<b>Meeting Date:</b> 5/8/2023	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>
<b>Reviewed by:</b> N/A	<b>Approved by:</b> City Administrator	

**ACTION REQUESTED**

Motion to approve an updated facility hours schedule.

**REFERENCE AND BACKGROUND**

Every December City Council approves facility business hours for the upcoming year. The approval includes standard, summer, and holiday hours for city locations. Generally, any modifications to the schedule require City Council approval.

Monticello Community Center staff recommends a minor change to the summer Saturday operating hours based on current staff availability and peak usage of the facility. The change would authorize the MCC to close at 5 p.m. rather than 8 p.m. as outlined below.

- **2023 Current Hours**

Monday-Friday      5 a.m. to 9 p.m.

Saturday              7:00 a.m. to 8 p.m.

Sunday                7:00 a.m. to 6 p.m.

Summer hours closed Sundays Memorial Day-Labor Day
- **Proposed Summer Hours (Memorial Day Weekend – Labor Day Weekend)**

Monday-Friday      5 a.m. to 9 p.m.

Saturday              7:00 a.m. to 5 p.m.

Sunday                Closed
- **Proposed Winter Hours (Tuesday after Labor Day – Friday before Memorial Day)**

Monday-Friday 5 a.m. to 9 p.m.

Saturday 7:00 a.m. to 8 p.m.

Sunday 7:00 a.m. to 6 p.m.

**STAFF RECOMMENDED ACTION**

Staff recommends the change to align with staff availability and peak hours of operation.

**SUPPORTING DATA**

- Updated 2023 Schedule of City Facility Business Hours



# 2023 CITY OF MONTICELLO BUSINESS HOURS

2023 Standard Hours	City Hall	Public Works Office	DMV	Hi-way Liquors	Monticello Community Center
Monday -Thursday/Friday	8 a.m. - 4:30 p.m.	7 a.m. - 3:30 p.m.	8 a.m. - 4:30 p.m.	9 a.m. - 8 p.m. / 9 a.m. - 10 p.m.	5 a.m. - 9 p.m.
Saturday	Closed	Closed	8 a.m. - 12 p.m.	9 a.m. - 10 p.m.	7 a.m. - 8 p.m. / 7 a.m. - 5 p.m.
Sunday / <b>Memorial Day - Labor Day</b>	Closed	Closed	Closed	11 a.m. - 6 p.m.	7 a.m. - 6 p.m. / <b>Closed</b>

2023 Holiday Hours	Holiday falls on:		City Hall	Public Works Office	DMV	Hi-way Liquors	Monticello Community Center
New Year's Eve	Sat	12/31/2022	Closed	Closed	8 a.m. - 12 p.m.	9 a.m. - 10 p.m.	5 a.m. - 9 p.m.
New Year's Day	Sun	1/1/2023	Closed	Closed	Closed	11 a.m. - 6 p.m.	10 a.m. - 4:30 p.m.
New Year's Day Observed	Mon	1/2/2023	Closed	Closed	Standard	Standard	Standard
Hi-Way Liquors Inventory	Sun	1/15/2022	Closed	Closed	Closed	Closed	Standard
Martin Luther King, Jr. Day	Mon	1/16/2023	Closed	Closed	Standard	Standard	Standard
Presidents Day	Mon	2/20/2023	Closed	Closed	Standard	Standard	Standard
Easter Sunday	Sun	4/9/2023	Closed	Closed	Closed	Closed	Closed
Memorial Day	Mon	5/29/2023	Closed	Closed	Closed	9 a.m. - 6 p.m.	Closed
Independence Day	Tue	7/4/2023	Closed	Closed	Closed	9 a.m. - 6 p.m.	Closed
Labor Day	Mon	9/4/2023	Closed	Closed	Closed	9 a.m. - 6 p.m.	Closed
Columbus Day	Mon	10/9/2023	Standard	Standard	Standard	Standard	Standard
Veterans Day Observed	Fri	11/10/2023	Closed	Closed	Standard	Standard	Standard
Thanksgiving	Thu	11/23/2023	Closed	Closed	Closed	Closed	Closed
Day After Thanksgiving	Fri	11/24/2023	Closed	Closed	Standard	Standard	Standard
Christmas Eve	Sun	12/24/2023	Closed	Closed	Closed	11 a.m. - 4 p.m.	Closed
Christmas Day	Mon	12/25/2023	Closed	Closed	Closed	Closed	Closed
New Year's Eve	Sun	12/31/2023	Closed	Closed	Closed	9 a.m. - 10 p.m.	5 a.m. - 9 p.m.
New Year's Day	Mon	1/1/2024	Closed	Closed	Closed	9 a.m. - 6 p.m.	10 a.m. - 4:30 p.m.

Modifications require City Council approval. Decisions to close facilities or change hours due to inclement weather, etc. will be made by the city administrator after consultation with the department head and mayor.

[FiberNet Monticello hours are available at www.fibernetmonticello.com.](http://www.fibernetmonticello.com)